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This price list is extremely TIME SENSITIVE.

ASOs: Please distribute this price list to your divisions/agencies requiring Crystallite Window Envelopes. Purchase orders with samples attached must be placed with the vendor NO LATER THAN

October 29, 2004.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

**SPO Price List No. 05-09
Replaces Price List No. 03-29**

CRYSTALLITE WINDOW ENVELOPES
(IFB-05-025-O)
For January 2005 to December 2005

Order Deadline: October 29, 2004

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Judiciary

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor. Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Donn Tsuruda-Kashiwabara	586-0565	586-0570	donna.tsuruda-kashiwabara@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us

VENDOR:	<u>Address:</u>	<u>Purchase Order</u>	<u>Payment</u>
Cenveo West	91-280 Hanua Street Kapolei, Hawaii 96707		PO Box 24667 Seattle, WA 98124-0667
	<u>Telephone:</u>	(808) 682-3055	
	<u>FAX:</u>	(808) 682-3855	

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. **Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.**

UNIT PRICES include printing, delivery to destination, and all other costs, including the State General Excise Tax, currently 4%.

PURCHASE ORDERS must be received by the vendor no later than the order deadline stated

above. It is the responsibility of each agency to insure timely issuance of purchase orders. The vendor is not obliged to accept any order received after the deadline.

Agencies are to include the “Imprinted Per Sample” corresponding letter and/or number, found on the Delivery Schedule, on each purchase order. This is to insure correct delivery of each envelope to each agency.

The attached delivery schedule lists requirements submitted in response to ***SPO Circular No. C04-7, dated May 17, 2004. Purchase Order(s) for the exact amount or with increased quantities must be placed with the vendor no later than October 29, 2004.***

"SPO PL No. 05-09" must be typed on purchase orders issued against this price list. Include contact name, telephone number, fax number and e-mail address on the purchase order. Proofs will be e-mailed for quicker processing.

DELIVERY on all items will be made in accordance with the attached delivery schedule or as requested on the purchase order(s). *Agencies shall attach to their purchase order(s) a sample envelope showing window placement and printing information.*

PRICE LIST AVAILABLE ON THE INTERNET. **The price list is available at the SPO website: www.spo.hawaii.gov, on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.**

RUTH E. YAMAGUCHI
Procurement Officer

<u>Item No.</u>	<u>Description of Crystallite Envelopes</u>	<u>Unit Price</u>
A.	4-1/8 x 9-1/2", double window, tan Kraft (printed)	\$26.25/M
B.	3-5/8"x8-1/4", tan Kraft (No Requirements)	
C.	4-1/8" X 9-1/2", double window, tan Kraft (printed)	\$26.25/M
D.	4-1/8" X 9-1/2", double window, white wove (printed)	\$23.25/M
E.	4-1/8" X 9-1/2", tan Kraft, gummed (No Requirements)	
F.	4-1/8" X 9-1/2", white Wove (printed/blank)	\$23.25/M
G.	4-1/8" X 9-1/2", tan Kraft (printed/blank)	\$26.25/M

DELIVERY SCHEDULE

<u>Envelope Type</u>	<u>Sample</u>	<u>Delivery Address</u>	<u>Delivery Quantity</u>	<u>Deadline</u>
A	A	Department of Human Services 82-6130 Mamalahoa Hwy. Captain Cook State Bldg., #3 Captain Cook, Hawaii 96704	500	1/1/05
B	B	No Requirements		
C	C	Department of Human Services FMO/Benefits Payments Hawaii Presort 1312 Kaumualii Street Honolulu, Hawaii Marian Izumi (ph) 586-5049	22,500 25,000	1/18/05 7/19/05
D	D-1	Department of Human Services FMO/Benefits Payments 1312 Kaumualii Street Honolulu, Hawaii Marian Izumi (ph) 586-5049	140,000 160,000 140,000 140,000 160,000 140,000 140,000 160,000 140,000 140,000	3/22/05 4/19/05 5/24/05 6/21/05 7/19/05 8/23/05 9/20/05 10/18/05 11/22/05 12/20/05
D	D-2	Department of Human Services FMO/Benefit Payments 1390n Miller Street, Basement Rm. 3 Honolulu, Hawaii Pam Higa (ph) 586-5782	2,500	1/5/05
E	E	No Requirements		

<u>Envelope Type</u>	<u>Sample</u>	<u>Delivery Address</u>	<u>Delivery Quantity</u>	<u>Deadline</u>
F	F-1	Department of Human Services	60,000	1/1/05
		Hawaii Presort Svcs	30,000	4/1/05
		1312 Kaumualii Street	30,000	7/1/05
		Honolulu, Hawaii 96817	30,000	10/1/05
		Anita Lagunddiamao (ph) 692-8073		
	F-2	Dept. of Commerce & Consumer Affairs Fiscal Office 335 Merchant Street, Rm. 329 Honolulu, Hawaii Barbara Harada (ph) 586-2835	2,000	1/1/05
G	G-1	Dept of Transportation/Airports Honolulu International Airport K. Hikichi (ph) 838-8661	500	1/1/04
	G-2	Dept of Public Safety Administration, Fiscal Office 919 Ala Moana Blvd. #402 Honolulu, Hawaii Clifford Asato (ph) 587-2520 (fax) 587-1216	500	1/1/04
	G-3	Dept of Labor & Industrial Relations Fiscal/Federal 830 Punchbowl Street, Room 309 Honolulu, Hawaii 96813 Faith Sogawa (ph) 586-8890 (fax) 586-8899	2,000	1/1/04
	G-4	Dept. of Labor & Industrial Relations WIA Unit 830 Punchbowl Street, Room 309 Honolulu, Hawaii 96813 Jean Hashimoto (ph) 586-8904	1,000	1/1/04
	G-5	Department of Labor Disability Compensation 830 Punchbowl Street, #112 Honolulu, Hawaii 96813 Pat Liu (ph) 586-9151	1,000	1/1/05
	G-6	Department of Labor, HIOSH 830 Punchbowl Street, #425 Honolulu, Hawaii 96813 Joyce Kansaki (ph) 586-9085	1,000	1/1/05
	G-7	Department of Labor, ASO 830 Punchbowl Street, #309 Honolulu, Hawaii 96813 Minerva Robinol (ph) 586-8889	2,000	1/1/05

G	G-8	Dept. of Land & Natural Resources Fiscal Office 1151 Punchbowl Street, #110 Honolulu, Hawaii 96813 Roy Hattori (ph) 587-0357	1,500	1/1/05
	G-9	Dept. of Accounting & General Services Office of Elections 802 Lehua Avenue Pearl City, Hawaii 96782 Dwayne Yoshina (ph) 453-8683	3,500	1/1/05
	G-10	Dept. of Accounting & General Services	300,000	1/24/05
		Pre-Audit Branch	200,000	3/7/05
		1151 Punchbowl Street	125,000	6/13/05
		Honolulu, Hawaii 96813	125,000	10/17/05
		Linda Hayashi (ph) 586-0650		
	G-11	Dept. of Human Services SSD/AACSB Foster Grandparent Program 2201 Waimano Home Road Pearl City, Hawaii 96872 Jeanette Hanakahi (ph) 453-6357	8,000	1/1/05
	G-12	Department of Human Services Social Services 75 Aupuni Street, Rm. 112 Hilo, Hawaii 96720 L. Shimokawa (ph) (808) 933-0688	2,000	1/1/05
	G-13	Department of Public Safety Administration, Fiscal Office 919 Ala Moana Blvd., #402 Honolulu, Hawaii Clifford Asato (ph) 587-2520	500	1/1/05